

MEMO

DATE: November 10, 2005

TO: Administration Committee
Regional Council

FROM: Heather Copp, CFO (213) 236-1804
Email: copp@scag.ca.gov

SUBJECT: Contracts and Purchase Orders between \$5,000 - \$250,000

SUMMARY:

SCAG executed the following Contracts between \$5,000 and \$250,000

- MIRALTO Management Consultants \$165,000.00
Government Organization Strategy and Operations
Funding Source: Indirect Overhead
- Caliper Corporation, Newton, Massachusetts \$ 50,000.00
Model Network Database Management System
Funding Source: TDA

SCAG executed the following Memorandum of Understanding (MOU)

- Orange County Transportation Authority \$62,000.00
Orange County Transit Planning College Intern Program
Funding Source: FTA Section 5313(b)

SCAG executed the following Purchase Orders between \$5,000 and \$250,000

- Aquent \$20,000.00
Temporary Staffing Services
Funding Source: Indirect Overhead
- Getty Images \$ 7,000.00
Stock Photography Images for State of the Region Report
Funding Source: FHWA
- Pace Lithographers, Inc. \$18,824.68
Printing of State of the Region Report
Funding Source: FHWA

CONSULTANT CONTRACTS

Consultants: MIRALTO Management Consultants

Scope: Engage a management consultant to assist SCAG leadership with defining and executing a course for long-term and comprehensive organizational and leadership development and improvement.

The project objectives are to:

1. Strengthen the coalition to lead and manage change.
2. Refine and communicate strategic direction and motivating performance.
3. Develop the organization to enable performance gains.

Contract Amount: **Total not to exceed** **\$165,000**

Contract Period: November 1, 2005 through June 30, 2009

Work Element:	06-830.SCGS9	\$55,000	Funding Sources: Indirect Overhead
	07-XXX.XXXX	\$55,000	Funding Sources: Indirect Overhead
	08-XXX.XXXX	\$55,000	Funding Sources: Indirect Overhead

Request for Proposal: SCAG staff mailed postcards to 64 consulting firms on SCAG's bidders list to notify them of the release of RFP No. 06-030. The RFP was also posted on SCAG's web site and advertised in the California State Contracts Register. One proposal was received from Miralto Management Consultants.

Selection Process: A pre-bid conference was held on August 2, 2005. Four interested parties participated in the conference, but only one proposed. The Proposal Review Committee (PRC) evaluated the proposal in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations.

The PRC was comprised of the following individuals:

Debbie Dillon, Human Resources Manager/Project Manager, SCAG
George Nickle, Principal Human Resources Analyst, Metropolitan Water District of Southern California
James J. McCarthy, Chief, Regional Planning, District 7, CalTrans

Basis for Selection:

The proposal was scored by all three PRC members based on proposal information, organization, content, and technical proposal qualifications.

The respondent meets the criteria set forth in the requirements for the proposal. They bring a desirable mix of organizational development skills, extensive public sector improvement experience and regional knowledge to provide SCAG with expert guidance and support designing and delivering an integrated vision for comprehensive organizational and workforce improvement. The consultant team has extensive and impressive experience. Additionally, references were checked and all references provided very positive feedback about the consultant team's ability to meet the project objectives.

CONSULTANT CONTRACT

Consultant: Caliper Corporation

Scope: The purpose of this contract is to develop a state of the art network management system to assist in the development and maintenance of SCAG's numerous transportation networks. SCAG's Travel Demand Model networks are becoming more refined demanding significant staff time and resources to manage these files. SCAG requests and receives transportation projects as part of RTP and TIP from Subregions, local jurisdictions, and transportation commissions. These projects are then included into SCAG's modeling networks for analysis. For the 2004 RTP, over 100 network alternatives were developed and modeled. It is very time consuming to incorporate these projects into the networks that feed into the Regional Transportation Model. Equally important is to maintain consistency among numerous networks across various scenarios and forecasting years. This new network management system is geared towards the development of a master network that comprises all projects. User-friendly interfaces will be developed for adding/editing projects in the master file and for extracting various network scenarios.

Contract Amount:	Total not to exceed	\$50,000
	Caliper Corporation (prime)	\$45,000
	Eco & Associates (subcontractor)	\$5,000

Contract Period: January 1, 2006 through June 30, 2006

Work Element: 06-070.SCGC6 \$50,000 Funding Sources: TDA

Request for Proposal: SCAG staff mailed postcards to 80 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 06-036. The RFP was also posted on SCAG's website. Only one proposal was received in response to the solicitation:

Caliper Corporation (1 subcontractor) \$50,000

Selection Process: The Proposal Review Committee (PRC) evaluated the proposal in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. An interview was held with the offeror.

The PRC was comprised of the following individuals:

Chao Wei, Sr. Transportation Engineer, Caltrans District 7
Deng Bang Lee, Manager, Modeling Division, SCAG
Michael Ainsworth, Lead Modeling Analyst, SCAG
Richard Mader, Lead GIS Analyst, SCAG

Basis for Selection:

The PRC Committee recommends Caliper Corporation for the contract award because of the firm's unique qualifications to fulfill the requirements of the project. Caliper Corporation's proposal was determined to fulfill the requirements described in the RFP. All PRC members rated the Caliper Corporation proposal as very good.

SCAG's Regional Travel Demand Model is being implemented under the TransCad software platform. Caliper Corporation is the developer of TransCad Software and is clearly an expert in its application. Caliper Corporation has the knowledge and expertise necessary to build a network management tool to monitor, update, and report transportation projects. Over the past year, Caliper Corporation has developed a highway network with true shape points and transferred the link attributes from SCAG's existing stick network. Caliper Corporation's proposal and interview demonstrates their excellent knowledge of SCAG's Regional Modeling networks and a thorough understanding of the tasks required to design a master network. In addition, Caliper Corporation is in the final stages of completing a similar project to develop a network management system for an MPO in Texas. SCAG's network management system will be built using the software developed for the Texas application.

MEMORANDUM OF UNDERSTANDING (MOU)

Project: Orange County Transit Planning College Intern Program

Funding Partner(s): Orange County Transportation Authority (OCTA)

Funding Amount:

Total not to exceed	\$62,000
Grant Funds	\$50,000
Cash Local Match	\$ 5,000
In-Kind Match	\$ 7,000

MOU Period: November 7, 2005 through February 28, 2007

Purpose: The purpose of the project is to provide upperclassmen and post-graduate students the opportunity to gain meaningful work experience at one of the most progressive transit agencies in the nation.

The following project partners will be participating in this project because each has a special institute or college that is specific to transit:

The University of California, Irvine
California State University, Fullerton
California State University, Long Beach
California State Polytechnic University, Pomona

FTA Section 5313(b) grant funds will be used to pay for the interns salaries.